



## WORLDVEST 2008 CRAFT & INFO VENDOR BASIC INFORMATION

Thank you for your interest in WorldFest. Please contact the Office for International Affairs at (502) 574-4774 or [international@louisvilleky.gov](mailto:international@louisvilleky.gov) with any questions. We look forward to receiving your application.

### Basic Festival Information

WorldFest is a free annual international festival located on the Belvedere in downtown Louisville each Labor Day weekend. Featuring local, regional and national entertainment, quality arts and crafts, a wide variety of international foods, and the highly anticipated Parade of Cultures, WorldFest is the region's premier international festival, attracting more than 100,000 festival goers during the two-day event. Participation as a vendor is a juried process open to anyone who exhibit goods or services that are international in nature and that are consistent with the purposes and objectives of the festival as stated in the Rules and Regulations.

All applications for 2008 will be juried to ensure applications are consistent with the purposes and objectives of the festival as stated in the Rules and Regulations and also to ensure no duplications. Chosen entries will be notified beginning August 1, Credit cards will be charged at that time.

The Belvedere has a limited amount of electrical capacity. WorldFest will only provide vendor access to electricity upon request. Please fill out your application carefully so that we can provide you with the best possible service during the event. Vendors must bring their own **CLIP LIGHT(S)** to illuminate their booth(s) during evening hours, as well as two (2) **heavy-duty outdoor 100' EXTENSION CORDS** to access the lighting outlets. These items can be purchased inexpensively at any local hardware store.

### Booth Options

**Craft:** A booth for anyone who will be selling items at the festival

**Information:** A booth for anyone who will not be selling items, simply displaying/dispersing literature and information.

**Non-staffed Community Booth:** If you would like to display information at WorldFest but are not able to staff a booth, the Non-Staffed Community booth is for you. You will receive ¼ of an 8' table to display your literature. WorldFest staff is not responsible for restocking the booth so you may wish to return periodically to check on your information.

### 2008 Festival Dates and Hours

Friday, August 29<sup>th</sup> 11am – 11pm  
Saturday, August 30<sup>th</sup> 11am – 11pm

### Other Important Dates and Deadlines

<b>Monday, May 12<sup>th</sup></b>	<b>Early Bird Application Deadline</b>
Monday, June 9 <sup>th</sup>	Regular Application Deadline Sunday,
Tuesday, July 1 <sup>st</sup>	Late Application Deadline
Friday, August 1 <sup>st</sup>	Acceptances/Rejections Mailed

### Application Checklist

(Incomplete applications will result in disqualification from festival participation.)

- ☐ Form 1: **Application**
- ☐ Form 2: **Signed Rules and Regulations**
- ☐ Form 3: **Payment Information**

**Please mail or fax all  
application materials to:**

Office for International Affairs  
Attention: WorldFest 2008  
400 S. 1<sup>st</sup> Street • Louisville, KY 40202  
502.574.4774 (ph.) 502.574-1477 (fax)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**FORM # 1**  
**WORLDVEST 2008**  
**CRAFT & INFO VENDOR**  
**APPLICATION**

Please Mail or Fax Completed Form with payment to:

WorldFest 2008  
400 S. First Street  
Louisville, KY 40202  
Facsimile: (502) 574-1477

**Application Form**

Name of Primary Contact(s) for Booth: \_\_\_\_\_

Booth Name (as it will appear on festival signage): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Have you been a vendor at WorldFest before? ☐ Yes ☐ No

If YES, please list the years you participated: \_\_\_\_\_

Will you need access to Electricity? ☐ Yes ☐ No

If YES, please refer to notes in Rules and Regulations on what you are responsible to bring.

<b>Booth Space Includes:</b>  <b>ONE</b> 10'x10' Tent <b>TWO</b> 8' tables <b>TWO</b> Chairs	<input type="checkbox"/> I would like to bring my own portable unit instead*  Weight: _____  Dimensions: _____  * Cost will depend on size of vehicle
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Policy Information

Please read the policies below and sign the agreement that follows.

#### All Vendors

1. All applications submitted must include credit card information to reserve a space at WorldFest 2008.
2. All applications will be juried, chosen applicants will be mailed a notification on August 1<sup>st</sup> and Credit Cards will be charged at that time.
3. Vendors will be mailed Set-up details two weeks prior to the event. Any vendor failing to load in during allotted times will incur a \$75.00 late arrival fee charged to the credit card provided on the Application form. Further regulations regarding set-up and tear down will be provided in your final packet two weeks prior to the event and all vendors and exhibitors are expected to adhere to the policies provided without exception.
4. Cancellation of registration is permitted up to August 1, 2008 for a full refund minus \$25 administration fee. Any cancellation after August 1, 2008 WILL NOT result in any refund, full or partial. Permit fees are non refundable.
5. Vendors who have requested electricity must bring their own **CLIP LIGHT(S)** to illuminate their booth(s) during evening hours, as well as two **(2) heavy-duty outdoor 100' EXTENSION CORDS** to access the lighting outlets. These items can be purchased inexpensively at any local hardware store. It is also suggested that you bring a three way plug.
6. A paid registration fee includes one (1) 10' x 10' booth, two (2) topped and skirted 8' tables and two (2) chairs. Exceptions:
  - a. Portable Unit
  - b. Non-Staffed Community Booth (receives 1/4 of one 8' table)
7. No political information will be allowed to be displayed or distributed at the festival; OIA reserves the right to request any participant or attendee to remove items or to leave the festival area.
8. WorldFest is a family friendly event; no vulgar images are permitted to be displayed or distributed.
9. The Belvedere has been secured for WorldFest paying vendors only, no independent solicitation will be allowed at the festival.
10. WorldFest will take place regardless of weather, please dress accordingly.

#### Food Vendors

1. All food vendors are subject to an additional \$25 fee for their temporary food permits. This fee must be paid prior to or upon attending the Temporary Food Service Training. Applications are available at the training.
2. All food vendors are required to attend the Temporary Food Service Training, date to be determined.
3. In order to hook up to water, you must supply your own water hose (75' hose) and a "Y" connector. These items are available at any local hardware store.
4. All food vendors must provide their own extinguisher. Booths without an extinguisher will be shut down with no refund.

By signing below, I have read the policies above and agree to abide by them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Payment Reference Grid

BOOTH TYPE	Early Bird <i>By May 12<sup>th</sup></i>	Regular <i>By June 9<sup>th</sup></i>	Late Deadline <i>After July 1<sup>st</sup></i>
CRAFT Booth	\$170	\$185	\$200
INFO Booth	\$60	\$75	\$100
Non-Staffed INFO Community Booth	\$40	\$50	\$75

### Craft

Check	# of Booths	Cost
<input type="checkbox"/> Early Bird Craft Booth	\$170 x _____ Booth(s)	= \$ _____
<input type="checkbox"/> Regular Craft Booth	\$185 x _____ Booth(s)	= \$ _____
<input type="checkbox"/> Late Craft Booth	\$200 x _____ Booth(s)	= \$ _____
<input type="checkbox"/> Mobile Unit		Price determined by size of unit

### Information

Check	# of Booths	Cost
<input type="checkbox"/> Early Bird Info Booth	\$60 x _____ Booth(s)	= \$ _____
<input type="checkbox"/> Regular Info Booth	\$75 x _____ Booth(s)	= \$ _____
<input type="checkbox"/> Late Info Booth	\$100 x _____ Booth(s)	= \$ _____
<input type="checkbox"/> Mobile Unit		Price determined by size of unit

### Non Staffed Community Booth

Check	# of Booths	Cost
<input type="checkbox"/> Early Bird Non-Staffed	\$40 x _____ Booth(s)	= \$ _____
<input type="checkbox"/> Regular Non-Staffed	\$50 x _____ Booth(s)	= \$ _____
<input type="checkbox"/> Late Non-Staffed	\$75 x _____ Booth(s)	= \$ _____

☐ *Optional upgrade to request a location*      \$200 x \_\_\_\_\_ Booth(s)      = \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

☐ **Check** (made payable to Louisville Metro Office for International Affairs)

☐ Please charge my credit card:

Visa / MasterCard # \_\_\_\_\_

Name as it appears on Card \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**\*A Credit Card is required to hold your reservation even if you are paying by check.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_